



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

## SMRPD FINANCE COMMITTEE MEETING

Tuesday, February 21<sup>st</sup>, 2023 at 2 PM  
Silverado Community Center  
27641 Silverado Canyon Road

### Committee Members

Michele Conklin: Chair  
Brittney Kuhn: Treasurer

### Staff

Stephanie Dodge: Bookkeeper  
JoMarie Varela: Administrator

## MINUTES

- I. **CALL TO ORDER** - Meeting was called to order at 2:11 PM and was held in person and via Zoom link.
- II. **ROLL CALL** - Director Kuhn, and Director Conklin were present in person at the Silverado Community Center. Laurie Briggs, Ania Behm, Sarah Pizzarusso, Jessie Bullis, and Stephanie Dodge were present in person. Francesca Duff was present via Zoom.

### **Board Comments:**

Director Conklin: Added QuickBooks USB Updated drive to be turned into March.

Director Kuhn: Seconded request.

### III. **NEW BUSINESS**

- a. Prepare SCC tuition, SCC summer program and pay scales (Jan calendar item)

**Minutes:** Noted that tuition has not changed, may change next year, summer programs are under way and pay scales are not changing for this fiscal year.

- b. Special Districts Financial Transactions Report due (Jan calendar item) - Stephanie

**Minutes:** Noted that they are including SCC employees with as they are on the same Tax ID, Stephanie is reporting to CAPRI – approx.. \$250k for the year as we are at full staff. Due March 1<sup>st</sup>.

- c. Government Compensation in California (GCC) Report due to State Controller's Office (SCO) (Jan calendar item) - Stephanie

**Minutes:** Noted that they are including SCC employees with as they are on the same Tax ID. Will be forwarding to Michele to verify for compensation.

- i. [Publicpay.ca.gov/reporting](http://Publicpay.ca.gov/reporting) for form. Email report to [gccsupport@sco.ca.gov](mailto:gccsupport@sco.ca.gov)

- d. OC possessory interest annual usage report due 2/15 OC Assessor (Feb calendar item)

### **Public Comments:**

Francesca Duff: Noted that the correspondence is via email, contact was Michael from the County. Francesca will forward to board.

- e. Present, post and publish budgets, tuition, summer program and Facility Use fees (if revised) in paper (legal notice) for 10 days, must be total of 30 days for input from public (Feb calendar item)

### **Public Comments:**

Sarah Pizzarusso: Noted that she will present these fiscal years in Old Business and next years is tabled to March meeting. SMRPD will be presented at March meeting.

- f. Estimated payroll for Worker's Comp to Capri (Feb calendar item) – due 3/1 to Capri - See explanation under C

- g. New [Board Reimbursement Policy Resolution draft](#) discussion

**Minutes:** Inquired as to if this also apply to SCC or SMRPD employee's outside of the normal scope of work for regularly budgeted conferences.

- h. SCC Scholarship proposal discussion

- i. Types: "need based" scholarship, lottery, application based where a committee decides by vote

Commented [MA1]: Add Updated USB to March Financials\

**Minutes:** Laurie Martz or Michele, Brittney, Laurie Briggs and Sarah will get together for a separate meeting to brainstorm and research for proposal. Emergency fund in consideration.

- ii. Levels of scholarship compared to part time vs. full time scholarships
- iii. Example: <https://www.chs-ca.org/child-care-payment-program/eligibility-list-questionnaire>

**IV. OLD BUSINESS/DISCUSSION**

- a. Financials – Stephanie
  - i. SMRPD
    - a. December corrected Financials – waiting on CPA regarding developmental deposit reflecting a negative balance – Stephanie –

**Minutes:** are we revoting on the corrected financials?

**Public Comments:**

Stephanie Dodge: Noted that she will also touch base with the auditors. Financials were already approved, and we will have to present these at the regular meeting saying which months are effected. As of 10/19 (?) would be corrected as a journal entry on the January financials, December financials.

- b. [January Financials](#)
- ii. SCC
  - a. [January Financials](#)

**Public Comments:**

Laurie Briggs: Noted that Reg fee's aren't matching, Stephanie will change.

**Board Comments:**

Director Conklin: Noted that names of families are on the financials. Going forward with ProCare numbers that are automatically assigned. First, SCC will sync ProCare and QBs and do necessary research on name changes to numbers.

- b. Discuss research results of reimbursement vote amendment request from the November 15, 2022, Special meeting
  - i. reimbursement vote made was not in accordance with state laws
- c. SCC 2022-2023 budget proposal – current budget presented by Sarah and Laurie – Sarah will submit her speaking notes.

**Public Comments:**

Laurie Briggs: Noted that a list of items not on budget will be submitted to Administrator, but these items will need to be looked at for next fiscal year budget. Biggest concern right now is there is a leak in the Pinecone/Oak Tree Room Roof, this will need to be taken care of asap.

Sarah Pizaruso: SCC recommends acceptance of updated budget so that realistic revenue and expense expectations can be agreed upon for the remainder of this fiscal year. Remaining large construction projects (driveway paving, playground design, etc.) are NOT in this budget - they will be planned/budgeted for next fiscal year (or beyond depending on the priority level of the project).

- d. SCC savings account transfer request –

**Minutes:** This will be brought to the regular meeting for approval. Agenda as Action Item. \$20,000 to be transferred.

- e. Carmody Invoices (7) – Silverado Total: \$63,930 | SCC Total: \$75,393 | TOTAL: \$139,323
  - i. 1 remaining to approve & pay
  - ii. Paid:
    - 1. Inv #2700 :[Hunt Bldg flooring](#) - \$24,832, Inv #2701:[Bldg A interior paint & mirrors](#) – \$16,272, Inv #2702 :[Misc repairs at SCC](#) - \$20,204, Inv #2707: [Silverado Exterior Paint](#) - \$22,826, Inv #2708:[SCC Landing & patio work](#) - \$6,356, Inv#2726: [SCC Doors & Windows](#) - \$24,123
  - iii. Unpaid:
    - 1. Inv #2725: [SCC Exterior Repairs & Paint](#) - \$24,710 -

**Minutes:** Laurie Briggs and Steve Reighart will walk property for inspection and approval of payment.

- f. Audit 2021/2022 - status update – Stephanie Dodge
- g. Update on IRS and One Finch Accounting Services – Stephanie - tabled
  - i. Update on pending correction letter
- h. Financial Task Calendar – Stephanie Dodge – tabled
- i. Process energy credit for solar panels at Silverado (Dec calendar item) – tabled
- j. [Bookkeepers Guide Update](#)

**Commented [MA2]:** Is there a second invoice that has not yet been paid? According to a recent email there was a second invoice. Which is that?

**V. PUBLIC COMMENTS**

Laurie Briggs: Received a letter from Anthem for reimbursement, check never arrive and she requested a replacement. She also wants to request a mailbox here at the Hunt Building. Will put requests in email. Lastly, there are 2 family credits, will submit refund to Administrator to be added to regular meeting agenda.

**VI. BOARD COMMENTS**

**VII. ADJOURNMENT** – Meeting was adjourned at 3:25 PM

The next regular meeting of the SMRPD Finance Committee will be Tuesday, March 21<sup>st</sup> at 2 PM at the Silverado Community Center.